

Sr. Reference Archivist



Position Overview

The Library of Virginia (LVA), the archival agency for the Commonwealth of Virginia, is seeking a Senior Reference Archivist. Reporting to the Archives & Library Reference Services Department in the Public Services & Outreach Division, the Senior Reference Archivist will deliver courteous, accurate, and efficient information services to customers and a seamless and user-centered research experience. The core responsibilities of this position include assisting researchers and staff, conducting reference research, promoting the use and research in LVA's collections through multiple forms of outreach including social media, evaluating user experience, ensuring proper training and use of technology, maintaining collections, and participating in archival and agency projects. The person selected for this position will also be responsible for coordinating and preparing the work schedules for archives reference staff and will be required to work on a rotating Saturday shift schedule. The Library fosters an open, team-oriented environment and is looking for someone who will be enthusiastic about our core values and competencies: collaboration, teamwork, building trust, and supporting the Library's Vision and Mission.



Our Location:

**800 East Broad St.
Richmond, VA 23219**

The Library of Virginia

The Library was founded in 1823 to preserve and provide access to Virginia's incomparable manuscript and printed holdings, 221 million & 3 million respectively. Our collection, which has grown steadily through the years, is the most comprehensive resource in the world for the study of Virginia history, culture, and government.



Our Main Building

As the Commonwealth's library and archives, the Library of Virginia is a trusted educational institution. We acquire, preserve, and promote access to unique collections of Virginia's history and culture and advance the development of library and records management services statewide.

Sr. Reference Archivist (Library Specialist II)

Position Number 00086

Salary Minimum \$39,700

Full-time with benefits

Qualifications

- Considerable knowledge of Virginia & U.S. History and Government;
- Considerable knowledge of historical and genealogical research methodology, archival theory and practice, and cartographic research methodology;
- Knowledge of and experience with best practices in public service and reference service models as articulated in the American Library Association's "Guidelines for Behavioral Performance of Reference and Information Service Providers," as published in *Reference & User Services Quarterly*, Vol. 44, No. 1 (Fall 2004), pp. 14-17;
- Technical skills and knowledge to use computer programs and automated databases;
- Working knowledge of a variety of computer software and digital resources, including Microsoft Office Suite, automated databases, and social media platforms;
- Demonstrated administrative and leadership skills to plan and carry out projects, direct the work of others, work with the public on a sustained basis as a member of a team, and to coordinate and plan work schedules;
- Demonstrated ability to provide moderately complex reference service in an archival repository and special collections library;
- Demonstrated ability to engage and educate citizens and attract new customers through outreach and interpretive programs to include public speaking;
- Ability to analyze research materials and write effectively for a broad, popular audience;
- Ability to work a rotating Saturday shift schedule;
- Master's Degree in U.S. History, American Studies, or Library Science with an emphasis in archival administration, or Academy of Certified Archivists (ACA) certification and formal experience in an archival institution preferred; and,
- Considerable experience in an archives, manuscripts repository, or special collections department of a major research library with emphasis on public services highly desirable.

An equivalent combination of education, training, and experience may substitute for educational requirements.

To Apply

Candidates must submit a completed Virginia state employment application, cover letter, & resume online at <https://virginiajobs.peopleadmin.com> for position #00086.

Please visit our website at www.lva.virginia.gov for full announcement and additional information. Selected candidate must complete a criminal background check.

In compliance with the Americans with Disabilities Act (ADA), the Library of Virginia will provide, if requested, reasonable accommodations to applicants in order to provide access to the application and/or interview process. You are not required to note the presence of a disability on your application. If you require accommodations, please contact the:

Office of Human Resources at 804/692-3586 or email nancy.epperly@lva.virginia.gov.

An EEO/AA/ADA Employer

Applications for this position must be received by 11:59pm on March 3, 2016.